

California Emergency Management Agency

Position Duty Statement

(Rev 01/09)

Classification Title Criminal Justice Specialist I	Branch/Division Public Safety & Victim Services/Office of Grants Management
Working Title Retired Annuitant	Unit/Section / Geographic Location Public Safety/Sacramento
Position Number 163-973-5640-904	Effective Date July 2010

General Statement: Under general direction of the Public Safety Branch Chief, this position will provide Staff support for the Branch for special projects. The Retired Annuitant position will assist with a broad range of highly analytical tasks related to various state and federal priorities; while providing technical and operational assistance in handling complex grant administrative processes for the division that focus on various federal and state grant programs or projects. This incumbent will act independently for all duties including, but not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

50% (E) Review grant applications and quarterly reports; conduct site visits and monitor projects to ensure compliance (programmatic and budgetary) with grant award agreement, program guidelines, authorizing legislation and the Recipient Handbook for new and existing American Recovery and Reinvestment Act (ARRA) Justice Assistance Grant (JAG) Programs. Prepare site visit reports; identify any fiscal, programmatic and administrative issues requiring appropriate action by project directors and/or department staff or management. Prepare Corrective Action Plans in response to monitoring visits and follow-up with projects to ensure resolution of issues, as necessary. Review and rate grant proposals and make funding recommendations to management and Executive Staff.

25% (E) Provide guidance and technical assistance in the maintenance of the ARRA JAG Programs. Provide development and implementation of special law enforcement, prosecution, crime prevention and victim services programs funded by the ARRA JAG Recovery Act. Complete other correspondence related to the programmatic and fiscal issues of assigned projects.

10% (E) Identify policy and training issues related to the law enforcement field and development of training programs. Develop and present orientation training to new and existing project staff. Develop and present statewide conferences/workshops and regional training seminars for Project Coordinators and staff. Participate on various interagency committees.

5% (E) Provide assistance, if applicable, in the development of assessment tools/documents for programs. Prepare reports to management, the Legislature and federal government concerning program activities and objectives of the ARRA JAG Recovery Act; provide staff support to advisory committees.

5% (M) Perform special assignments and other related duties as required, such as budget change proposals, legislative analyses and federal reports.

5% (M) Compose, proofread and edit correspondence, reports, plans, policies and procedures. Act as the high level expert staff resource responsible for review and consultation of work products performed by the Branches and Sections. Perform the high level analysis of divisional procedures, to ensure program compliance and processing effectiveness.

Skills/Knowledge/Abilities Required

Ability to: Gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work; evaluate and analyze high level complex information and problems, and develop creative and effective solutions; present information and ideas effectively both in oral and written form; plan, organize, lead, and coordinate the work of individuals and teams of persons from a variety of disciplines and interests; grasp ideas and information quickly and accurately; provide sound advice to others.

B. SUPERVISION RECEIVED

This position will report to and be supervised by the Public Safety Branch Chief.

C. SUPERVISION EXERCISED

This position will be under the general direction of the Public Safety Branch Chief, and will not have any supervisory duties.

D. ADMINISTRATIVE RESPONSIBILITY

The Retired Annuitant will perform at the level of a CJS II Technical position, and will use the administrative resources of the Branch to carry out the Divisional and Branch goals and objectives.

E. PERSONAL CONTACT

This position will have contact with internal Cal EMA Staff and Branches, external federal, state, and local government representatives, public groups and individuals or high-level administrators.

F. ACTIONS AND CONSEQUENCES

Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts.

G. FUNCTIONAL REQUIREMENTS

No specific physical requirements are present: The incumbent works up to 940 hours per fiscal year in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. OTHER INFORMATION

During emergency operations, may be required to work in the State Operation Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or Local Assistance Center (LAC), to provide assistance in emergency response and recovery activities. All Staff are required to complete the Basic, Intermediate and Advance Emergency Response Training and participate in one of three Readiness Teams that rotate activation ability on a quarterly basis. Incumbent may be required to participate in emergency drills, training, and exercises.

During these emergency operations, Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short lead times; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

APPLICANT/EMPLOYEE CERTIFICATION OF ESSENTIAL FUNCTIONS
--

I certify that I posses essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Signature

Date

Printed Name

SUPERVISOR'S CERTIFICATION

I certify that this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name